A final report submitted electronically to the Foundation is due no later than December 31st of the year following the year in which the grant was awarded. The final report has three required components:

1. **Final Report Cover Sheet**

   Complete the Final Report Cover Sheet form (PDF) included in this packet.

2. **Narrative Report**

   Please answer the questions on your Cover Sheet in a Microsoft Word document. This document should include each question followed by your response. Please limit this document to a maximum of four pages; a single page is preferable.

   When considering your responses, please keep in mind that the mission of the FEDW is to support and inspire our congregations as we share in God’s work of ministry and outreach. Our grants fund new and existing programs that assist congregations in helping to build the Kingdom of God.

3. **Accounting Form**

   Complete the Accounting form included in this packet.

4. **Additional Components/Attachments (these attachments are optional)**

   - Attach high resolution photos related to the project, if available (include photo credit for possible use by the Foundation for use in our eSpirit newsletter, quarterly Spirit of Wyoming magazine or website).
   - Attach PDF or Word documents of any studies, publications or other related materials you think are relevant to understanding the project.
   - If you choose to share your ministry with your local media please use the Press Release template included in this packet and please itemize any publicity initiative you undertook.

**Submittal Instructions**

The above items should be emailed as an attachment to genie@wyomingdiocese.org. Include the name of your parish, city, year and quarter grant was received and “Final Report” in the email subject line. (Example: St. Mark’s, Casper, 2018 Q4 Final Report)

**Contact Information**

For questions regarding the Final Report, please contact Genie Osburn, Administrative Assistance, at (307) 265-5200 or genie@wyomingdiocese.org.

For questions regarding a dream for a new grant application, please contact Press Stephens, Executive Director, at (307) 640-4764 or press@efwy.org.
The Foundation for the Episcopal Diocese of Wyoming
Capital Facilities Grant Reporting

Cover Sheet

Parish Information
Parish name: __________________________________________________________
Grant contact: ___________________________________ Contact’s title: ____________________________
Phone: ___________________________________ Contact’s email: ____________________________

Grant Information
Award Date: ___________________________ Award Amount: ___________________________

Narrative
1. Do you feel you accomplished your stated goals? Circle one: YES NO
   a. Briefly explain the outcome of your project.

2. What challenges or obstacles did you encounter and how did you overcome those challenges?

3. Were there any adjustments made from your original proposal?

4. Circle one or more of these categories to describe the type of project:
   ADA Compliance          Renovation          New Edition

5. Was this project for church function or the advancement of a program/ministry?

6. What kind of difference do you think this project makes within the population it serves?
Granting from The Foundation for the Episcopal Diocese of Wyoming (FEDW) For period ending: ______________

FEDW grant award = (1) $__________

<table>
<thead>
<tr>
<th>Income</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Grants</td>
<td>$__________</td>
</tr>
<tr>
<td>Fee for Service</td>
<td></td>
</tr>
<tr>
<td>Fundraising</td>
<td></td>
</tr>
<tr>
<td>Congregation’s Contribution</td>
<td></td>
</tr>
<tr>
<td>From annual Budget</td>
<td></td>
</tr>
<tr>
<td>From other sources</td>
<td></td>
</tr>
<tr>
<td>Other income</td>
<td></td>
</tr>
</tbody>
</table>

Total Program Income = (2) $__________

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$__________</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
</tr>
<tr>
<td>Printing/duplicating</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td></td>
</tr>
<tr>
<td>Other expense</td>
<td>$__________ (provide detail)</td>
</tr>
</tbody>
</table>

Total Program Expense = (3) $__________

Balance remaining to be accounted for: $__________
(Add 1 and 2 and subtract 3)

CERTIFICATION: To the Board of Directors of the Foundation for the Episcopal Diocese of Wyoming: We certify that the grant as described above has been expended for the above purpose.

___________________________  __________________________
Date  Signature

___________________________  __________________________
Title  Print Name
FOR IMMEDIATE RELEASE

[MAIN PRESS RELEASE HEADLINE]

[Italicized Sub-heading]

[CITY, STATE, Month, Date, Year] Write a paragraph that will grab our readers’ attention with an engaging first sentence.

Write one or two supporting/body paragraphs. The first of the supporting paragraphs should give a description of the work you are doing in building God’s Kingdom.

The second of these paragraphs should contain quotes that show community support in the ministry.

[Your Parish Name] is a . . . [boilerplate - A boilerplate is the last paragraph in a press release that tells readers about your parish. This is an important piece of the press release because telling readers about your parish supports credibility and it also can help boost your visibility if you weave in priority key phrases.

###

[Tag line. For example: Full Name of Church is dedicated to spreading God’s love. Join us in our mission. Everyone is welcome!]

Contact: [Your Parish Name]
Phone: [Contact phone number]
Email: [Contact email address]
Website: [Parish website address]